

## **POSITION VACANCY ANNOUNCEMENT**

**Announcement No.:** 09-14  
**Opening Date:** 07/23/2009  
**Closing Date:** 08/6/2009

**Position Title/Series/Grade:** Secretary(Assistant), GS-0318-9/10

**Salary Range:**  
GS-9, \$50,408 - \$65,531  
GS-10 \$55,512 - \$72,164

**Location:** United States Tax Court,  
Chamber of the Honorable Diane L.Kroupa,  
Division 15, Washington, D.C.

**Area of Consideration:** All U.S. Citizens May Apply  
(This is a Competitive Civil Service Position)

**Duties:** The incumbent of this position serves as an Assistant to the Honorable Diane L. Kroupa, United States Tax Court, Washington, D.C. As the Assistant, the incumbent works with the Chamber Administrator in the administrative operation and management of the chambers and has full responsibility of that position during absences of the Chamber Administrator. In addition, the incumbent provides general clerical assistance for the Judge, Attorney-Advisers, law clerks and interns; checks and reviews factual findings in draft opinions for conformity with stipulations, exhibits, and testimony admitted into evidence at trial; checks completed draft opinions for citations and references and compliance with stylistic standards adopted by the Court, accuracy, grammar and punctuation, accuracy of statistical tables and numerical data; performs the same functions for bench opinions as for written opinions the Judge may issue while on trial session where time is of the essence; prepares all decisions associated with opinions and bench opinions; drafts orders and other legal documents as assigned by the Judge in accordance with the Rules of Practice and Procedure of the Tax Court; schedules conference calls with all parties regarding a specific case to ensure no ex parte communications; schedules interviews with prospective chambers employees such as law clerks and interns including drafting all correspondence to applicants for Judge's signature; checks in and reviews incoming cases to ensure all necessary facts, exhibits and information have been prepared for the Judge and prepares folders for new cases

consistent with the chamber's specific filing system; prepares and updates monthly and quarterly reports for the chambers and the Chief Judge; prepares copies of pretrial memoranda for each trial session for the Judge and Attorney-Advisors, including maintain files of each trial session consistent with the chamber's specific filing system; drafts routine and other legal documents; screens all calls and visitors; maintains the filing system for the chambers and tax reporting services and such other duties as assigned by the Judge from time to time.

**Screen Out Factor: Applicants must have at least one (1) year of legal assistant/secretarial experience, i.e., experience working as a Legal Assistant for an Attorney or a Judge. This experience is a prerequisite for employment consideration. Overall qualification will be determined by meeting the screen out factor as well as other stated qualifications of the position.**

**Special Rating Factors: (Knowledge, Skills, and Abilities used in the Rating Process)**

1. Skill in Word Perfect 12 or comparable word processing software and ability to prepare and process legal documents with a high degree of accuracy and productivity.
2. Knowledge of legal terminology and legal reference sources.
3. Well-developed comprehension of the English language sufficient to review the grammar, spelling, and punctuation of legal documents as well as in drafting orders and checking the accuracy of legal citations.
4. Ability to effectively communicate, both orally and in writing, while exercising tact, discretion, and confidentiality in dealing with the public, Tax Court Judicial Officers and all other staff of the Court.

**Qualifications Requirement:** Candidates must have at least 52 weeks of qualifying specialized experience equivalent to the next lower grade level in the Federal service which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, as well as meet the screen out factor. **Completion of a four year academic program leading to a Bachelor's Degree or attainment of a Paralegal degree is highly desirable. Final college transcripts must be submitted, as proof of the degree(s), with the application package by the closing date of this announcement.**

**Specialized Experience** is experience that equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and that is typically in or related to performing legal secretarial work for an attorney, or Judge.

**Basis of Rating:** Ratings will be based on an evaluation of your experience as it relates to the qualification requirements, the Special Rating Factors, and the Screen Out Factor listed above.

**How Your Application Will Be Rated:** Applicants will be rated using the Category Rating system. If you meet the eligibility and qualification requirements for this position, you will be rated on your possession of the competencies listed above. Based on the extent and quality of your experience, education, and training in relation to these competencies, you will be placed into one of the following two categories:

- **Well Qualified - Two or more years having served as a legal assistant or paralegal for an Attorney or a Judge.**
- **Qualified - One or more years having served as legal assistant or paralegal for an Attorney or a Judge.**

**Narrative Statements:** To ensure full consideration for the subject position, applicants MUST submit a narrative, with detailed evidence of the Special Rating Factors in the form of clear, concise examples of accomplishment and degree of responsibility. This narrative should reflect how the applicant's employment experience and/or education relate to each rating factor listed in this announcement. This required information will be used as a source document to evaluate applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. Applicants should list each special rating factor and describe their experience, education, training, performance, awards, and other activities that reflect possession of the knowledge, skills, and abilities. Cross-referencing the application/resume and/or submitting Special Rating Factors for other positions is not acceptable.

**Additional Information:**

- U.S. citizenship is required.
- NON-STATUS CANDIDATE SELECTED FOR THIS POSITION MUST SERVE A ONE-YEAR PROBATIONARY PERIOD.
- ICTAP Eligibility: Applicants claiming ICTAP Eligibility must provide supporting documentation, and that they are applying as an ICTAP eligible.
- Any male applicant born after December 31, 1959, and subsequently selected for this position must certify prior to appointment that he is registered for the military selective service.
- Relocation expenses or expenses incurred to travel for an interview will not be paid by the Tax Court.
- The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Application of Veterans Preference for Delegated Examining:**

Category rating and selection procedures place those with veterans preference above non-preference eligibles within each category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

**Special Appointment Authority Information:** In accordance with the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may also apply. You must provide documentation of veterans' preference or military service (e.g., SF-15, DD-214), if applicable.

Public Law 107-288, the Jobs for Veterans Act ("Act"), enacted November 7, 2002, revised the eligibility requirements for a Veterans Readjustment Appointment (which the Act redesignated as a Veterans Recruitment Appointment - "VRA".) The VRA is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.

Persons with disabilities, disabled veterans, VRA eligibles and others eligible for a noncompetitive appointment under a special appointing authority (e.g., Peace Corps/VISTA volunteers) must clearly indicate eligibility on their application and be prepared to show proof upon request.

**How to Apply:** Applicants must submit all application materials explained in this vacancy announcement to:

**United States Tax Court  
Office of Human Resources, Room 106  
400 Second Street, NW  
Washington, DC 20217**

**Application materials must include: A resume or OF-612; and Narrative Statements - addressing the Special Rating Factors. All application materials must be RECEIVED IN THE OFFICE OF HUMAN RESOURCES, Room 106 by the closing date of this announcement. ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. You may fax all your application materials to (202) 521-4568 or email to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov).** When faxing or emailing application materials please indicate the position you are applying for and the announcement number. For additional information, call the Office of Human Resources at (202) 521-4700.  
**FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.**

**The United States Tax Court is an equal opportunity employer.**